

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 323-0269



October 31, 1984

ALL-COUNTY INFORMATION NOTICE NO. 1-97-84

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP REPORTING REQUIREMENTS

REFERENCE:

The Food and Nutrition Service (FNS) has asked us to remind all coupon issuers of the requirements for signature of the FNS-250 Report (Coupon Accountability) and proper submittal of the FNS-471 Report (Coupon Account and Destruction).

FNS-250 Report

Please remind your food coupon issuers and those who have authority and responsibility for signing the monthly FNS-250 Report of the penalties for falsifying information on that document. Specifically, Section 15(f) of the Food Stamp Act states that, "any coupon issuer or any officer, employee, or agent thereof convicted of providing false information in the Report shall be fined not more than \$10,000 or imprisoned not more than five years or both."

If you suspect a violation of this requirement, please contact this office immediately at the address or phone number provided at the close of this notice.

FNS-471 Report

All County Welfare Departments (CWD) must ensure that a Form FNS-471 (Coupon Account and Destruction Report) is submitted with each DFA-209 (Status of Claims Against Households) to account for coupons that are received in payment of recipient claims and subsequently destroyed. This requirement, as referenced in 7 CFR 273.18(i)(2), and MPP 63-801.854 became effective April 1, 1984. All CWDs are strongly encouraged to destroy coupons on a monthly basis to avoid saving up inordinate amounts of food stamps with the attendant security risks.

All Food Stamp Program fiscal reports and any corollary documentation are to be submitted to the following address:

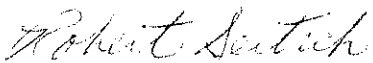
Department of Social Services
Fiscal Policy and Procedures Bureau
744 P Street, M.S. 8-100
Sacramento, CA 95814

Attention: Lee Barton

The FNS has also asked the Department to provide the names of individuals authorized to destroy coupons in each county. Please submit these names to Christine Jennings, Food Stamp Policy Implementation Bureau, by November 16, 1984.

If you have any questions regarding authorized signatures, please contact Christine Jennings at (916) 324-6843.

Should you have any questions or concerns regarding this notice, please contact Mr. Lee Barton at (916) 323-0269 or ATSS 8 473-0269.



ROBERT T. SERTICH
Deputy Director
Administration

cc: CWDA